

<b>State of Alaska</b> <b>Division of Motor Vehicles</b> <b>Standard Operating Procedures</b>	<b>SOP No. T-150</b>	<b>Page No. 1 of 5</b>
	<b>Effective</b> October 21, 2005	
<b>Subject:</b>	<b>Supersedes</b> T-150	<b>Dated</b> 8/8/01
<b>SIGNATURE REQUIREMENTS</b>	<b>Approved</b>	
<b>Statute:</b>	<b>Regulation:</b>	<b>Form No.</b>

## GENERAL PHILOSOPHY

- The person whose name appears on the title or the vehicle record must be the person signing the title transfer, release, or affidavit of lost title. If another person signs on their behalf, they must surrender a document authorizing them to sign. (Power of Attorney, Letters of Testamentary, etc.)
- The person signing a title release for a business or organization is presumed to have authority to sign since that person had access to the title.
- All signatures must be in ink.
- A "signature stamp" is acceptable as a signature.
- It is the policy to accept any reasonable form of a signature. In questionable cases benefit of the doubt will be given to the customer. Below are some examples to guide you in making a determination about the acceptability of a signature.

### Supporting document in the name of an individual:

Margaret Ann Hershey

Margaret A. Hershey  
Margaret Hershey  
M. A. Hershey  
Marge Hershey

Ann Hershey  
A. Hershey

May sign:

May sign:

May sign:

Margaret Ann Hershey  
Margaret A. Hershey  
Margaret Hershey  
M. Ann Hershey  
M. A. Hershey  
Marge Hershey  
Ann Hershey  
Peggy Hershey \*

Margaret Ann Hershey  
Margaret A. Hershey  
Margaret Hershey  
M. Ann Hershey  
M. A. Hershey  
Marge Hershey  
Peggy Hershey \*

Margaret Ann Hershey  
Margaret A. Hershey  
M. Ann Hershey  
M. A. Hershey  
Ann Hershey

May **NOT** sign:

May **NOT** sign:

May **NOT** sign:

Marge Hershey  
Margaret Hershey  
Peggy Hershey  
Mrs. Steve Hershey  
Margaret McRae

Mrs. Steve Hershey  
Margaret McRae\*\*

Ann Hershey  
Mrs. Steve Hershey  
Margaret McRae

\*Most common nicknames are a derivative of the legal name (Example: Stephen = Steve; Elizabeth = Liz or Beth; James = Jim or Jimmy) There are a few names that do not resemble the legal name but are nonetheless commonly used nicknames for the legal name. (Example: Margaret = Peggy and John = Jack)

\*\*A person may not sign using their married name when the title is issued in their maiden name or visa versa. An exception to this would be if they provided a certified copy of the marriage certificate or divorce decree and a statement that they were the same person.

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For names that include Jr., Sr, III, IV, etc., the person may sign without the suffix, provided they don't use the wrong suffix. Example: Harley G. Davidson Jr. MAY sign as H. G. Davidson. He may NOT sign as H.G. Davidson SR.

When the last name is hyphenated, the person may sign with the full name, or part of it. Example: L. Robertson-Ericson may sign L. Ericson.

### **Supporting document in the name of a business:**

Ben's Best Baseballs, Inc.

May sign:

Ben's Best Baseballs, Inc. by Ben Drake, Vice President (or other title)  
Ben's Best Baseballs by Ben Drake  
Pat Drake, CEO  
Ben Drake

May NOT sign:

Ben's Best Baseballs  
Baseballs and Basketballs by Ben Drake

Following are several other situations that may arise with signatures. Please be aware that in all of these instances, the general guidelines shown above are to be used when accepting signatures.

### **POWER OF ATTORNEY**

A person may use a Power of Attorney (T-130) to sign on behalf of another person. These can be direct or indirect and are to be signed as follows:

#### **Direct:**

Sharon Sandman has a Power of Attorney authorizing her to sign for Jene Bell:

Jene Bell by Sharon Sandman, POA

Bell Enterprises has a Power of Attorney to sell a vehicle owned by Sharon Sandman:

Sharon Sandman by Bell Enterprises, Jene Bell, POA

#### **Indirect:**

Sharon Sandman has a Power of Attorney authorizing her to sign for Jene Bell. Sharon has given George Nabors power of attorney to sign for her. As George is releasing Jene's title, he would sign as follows:

Jene Bell by George Nabors, POA

Note: Both Power's of Attorney must be surrendered.

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## DECEASED OWNER

An Executor, Executrix or Personal Representative of an estate (T-230) may sign for a deceased vehicle owner.

James Barton is shown as the owner of a vehicle. James Barton is deceased. Alice Simmons is appointed to administer his will. The vehicle title is released:

James Barton by Alice Simmons, Personal Representative

## PERSONS UNABLE TO WRITE

The person places an "X" in the appropriate location for signature. The "X" should be witnessed by two persons able to write who will enter their signatures by the person's "X". One witness is acceptable if that witness is a representative of the Division of Motor Vehicles.

### SIGNATURE REQUIREMENTS ON SPECIFIC DOCUMENTS

#### TITLE RELEASE:

- All titles must be properly released when there is **any** change to the name field, other than when correcting a DMV error.
- A signature is not required when adding or deleting a lienholder when the names remain **exactly** the same.
- A signature to release on an out-of-state title is **not required** when the name(s) and conjunction will remain **exactly** the same on the Alaska title.
- If the seller signs in the space designated for the lienholder they **MUST** sign the title again in the correct location.
- The owner's signature on an *Assignment of Interest* or *Notice of Vehicle Transfer* is NOT an acceptable substitution for the owner's signature on the title.

#### CONJUNCTIONS:

- Vehicles may be titled in one or more personal or company names. The conjunction used between names on a title or supporting document dictates whose signature is required to release a title.
- Cannot be combined. *Example:* Dixie McGraw OR Donna Showman AND Elaine Lucas.
- "OR" ~ Requires only one signature.
- "AND" ~ Requires **ALL** signatures.
- The absence of a conjunction, use of a slash (/) or other symbol between names, or an "AND/OR" conjunction is considered the same as names joined with the conjunction "AND".
- Signature requirements for states other than Alaska vary. Reference manuals, such as the POLK manual, should be used to determine criteria for title release signatures.
- Some out-of-state titles show "JROS" (Joint Rights of Survivorship) or "WROS" (With Rights of Survivorship). Owner names on such titles may be joined by the conjunctions "AND", "OR", "AND/OR", or "/". Signature requirements for release of these titles are the same as any other title joined with the same conjunctions. However, if one of the vehicle owner's is deceased, the signatures of all remaining survivors are required to release the title.

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## LIEN RELEASE

- The signature releasing a lien shown on a title must be that of the lienholder or agent of the lienholder.
- The same signature requirements apply to a lien released with a document other than a title.

## LEASED VEHICLES:

- A conjunction between lessor and lessee names is not used on Alaska titles.
- The lessee may sign the Application for Title and Registration to obtain an NTI (T-50) or a title in the name of the lessor.
- Leased vehicle titles may contain the name of both the lessor (LSR) and the lessee (LSE). The lessor is the vehicle owner.

Example: Diana's Dollars LSR                      Plesko's Pastries LSE  
Diana's Dollars is the owner of the vehicle. Plesko's Pastries is leasing the vehicle from Diana's Dollars and is listed on the title as a courtesy.

- The signature of the lessor or the lessor's agent (POA) is needed to release the title.

Example: A representative from Diana's Dollars must sign the release. Plesko's Pastries may not release the title as they have no ownership in the vehicle.

## APPLICATION FOR TITLE AND REGISTRATION

The "Application for Title and Registration" (Form 812) must always be signed by the applicant or someone authorized to sign for the applicant. This includes the registered owner of a leased vehicle. The supporting document (previous title, MCO, Bill of Sale, etc.) dictates the signature requirements as follows:

- One Name on supporting document - only THAT person must sign the application.  
Example: Title assigned to Dale Ann Hopson. Regina Hopson may not sign the application.
- Adding a name - The person named on a supporting document may add as many owner names to the title as they wish. The added owners are not required to sign the application.  
Example: Title assigned to Patricia Palmer. Patricia wants the title to read "Patricia Palmer or Eric Howard". She may add Eric to the application with either an "AND" or an "OR" conjunction. Patricia is required to sign the application.
- Multiple owners - "OR" conjunction - When the supporting document shows more than one vehicle owner name joined by the conjunction "OR", any person named on a supporting document may sign an application provided the signature is the same name that appears on the supporting document. The name of the person signing must appear on the title along with any co-owners.  
Example: The title is assigned to Diana Henry or Patricia Foreman. Either Diana or Patricia may sign the application.

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- Multiple owners - "AND" conjunction - When the supporting document shows more than one vehicle owner name joined by the conjunction "AND", see the following depending on whether the new title will show an "AND" or an "OR" conjunction:

⇒ **"AND"** conjunction on new title:

Either owner may sign. ALL names on assignment **must** be shown on new title.

Example: The title is assigned to Diana Duncan and Patricia Boyton. Either Diana or Patricia may sign the application. New title must be in the name of Diana Duncan AND Patricia Boyton.

⇒ **"OR"** conjunction on new title:

ALL owner's must sign. ALL names on assignment **must** be shown on new title. The "OR" conjunction block must be checked on the application

Example: The title is assigned to Diana Duncan and Patricia Boyton. Both Diana and Patricia must sign the application. New title would be in the name of Diana Duncan OR Patricia Boyton.

- Title in name other than assigned to ~ If the person named on a supporting document wants the new title to read differently from what is shown on the assignment, a statement must be made in the affidavit section of the application. **This may be done only when the applicant is the owner or agent of the business. This may not be used to transfer the vehicle to a third party.**

Example: The MCO is made out to Pat's Pastries. Patricia Duncan, the owner, wishes the title to read "Patricia Duncan". Patricia Duncan would need to state in the affidavit section of the application that she is the owner of Pat's Pastries and that she wants the title to read "Patricia Duncan ". She signs the application Patricia Duncan.

Cross reference:

T-050      Registration Only – (NTI) No Title Issued  
T-130      Power of Attorney  
T-230      Deceased Owner